



**Curtis D. Gomulinski**  
Executive Director, Secretary-Treasurer

**Roger E. Hawks**  
Assistant Secretary-Treasurer

**Patricia B. McDaniel**  
Director of Development

## **SYSTEM ADMINISTRATOR**

### Position Description

The Tau Beta Pi Association seeks a self-motivated, accurate, detail-oriented, full-time team member with previous system administration experience, who is able to work with others and independently. Job responsibilities include:

- Providing desktop and application support for a staff of 15 people
- Designing, developing, testing, and maintaining a library of programs for supporting our mission
- Maintaining, administering, and updating Windows server and Active Directory infrastructure including web servers, mail servers, and database servers
- Supporting database servers including maintenance, information extraction, and problem resolution
- Monitoring and updating office network and firewall systems
- Providing training to staff and volunteers on computer equipment and software
- Developing and maintaining instructions for web-based applications

### Required Skills

- Minimum 5 years of experience in system administration
- Extensive knowledge of multiple windows desktop and server operating systems (Windows 7+, Server 2008+)
- Familiarity with Active Directory, DNS, DHCP, and networked devices (firewalls, switches)
- Experience with Microsoft SQL Server and Transact SQL
- Minimum 5 years of coding experience using a modern programming language
- Background in web development using IIS, HTML 5, Javascript, CSS
- Experience with the Microsoft Office Suite especially Microsoft Word and Excel
- Excellent communication and social skills
- Strong multi-tasking and organizational skills with the ability to prioritize daily tasks and long-term projects and meet deadlines
- Exceptional problem solving skills

### Desired Skills

- Bachelor's degree in computer science, information systems, or equivalent experience
- Experience with Adobe ColdFusion is preferred
- Familiarity with virtualized systems and cloud computing is a plus

### Additional Information

Tau Beta Pi is located at 508 Dougherty Hall, on the University of Tennessee campus in Knoxville.

The salary range for this full-time non-exempt position is \$50,000 - \$75,000 depending on experience.

Benefits include:

- Medical & Vision Insurance
- Retirement Plan after 1 year of employment
- 12 paid holidays
- 12 paid vacation days to start
- UT Staff parking permit

This requisition will close on March 1, 2016. The selected candidate is expected to start as soon as possible. Interested applicants should send cover letter and resume to Executive Director Curtis D. Gomulinski through email at [tbp@tbp.org](mailto:tbp@tbp.org) or through postal mail at P.O. Box 2697, Knoxville, TN 37901-2697.

### **The Tau Beta Pi Association, Inc., Founded 1885**

Member of the Association of College Honor Societies  
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